



JSEC LINC

February 2004

**Sidney Job Service Workforce Center ~ 211 N Central
Office 433-1204**

Quote of the Quarter: "I don't pay good wages because I have a lot of money; I have a lot of money because I pay good wages." Robert Bosch



NEW Job Service Manager

Steve Olson began his duties as manager of the Sidney and Glendive Job Service Workforce Centers on January 20th. Steve is a Montana native, most recently from Harlowton where he owned a business. He has worked for over 10 years in the public sector, and comes to us from Job Service in Lewistown.

Steve and his wife Trish have a 14-year-old daughter and a 12-year-old son. They are currently in the market for real estate in Eastern Montana!

The Sidney JSEC members welcome Steve and his family to the area, and look forward to working with him. Please call the Sidney Job Service to welcome him.

Steve is replacing Linda Baldwin who retired in September 2003.



Upcoming Seminar

"Motivating Employees"

- Five key practices of exemplary leaders
- Flexibility and relationship building
- Adaptability
- Leadership and teambuilding
- It's about toughness and tenderness, guts and grace, firmness and fairness, fortitude and gratitude, passion and compassion, a seminar that really hits a home run in the past.

February 19, 2004

USDA Meeting Room

"This is a great opportunity for business owners and managers, because Marypat puts on a EXCELLENT professional presentation!" Barb Craig, Sidney Job Service

From More Information Call 433-1204



Tax Credit Programs saving Montana's employers millions

Two little known Federal tax programs saved Montana's employers about 2.5 million in FY2002. The federal Work Opportunity Tax Credit (WOTC) which allows a tax credit of up to \$2400 on wages paid during the workers first year on the job and Welfare to Work (W2W) tax credit which grants up to \$8500 over the first two years of employment. Both tax credits are available to private, for-profit employers who hire workers from specific targeted groups. The number of new hires who can qualify the employer for these credits is unlimited.

These programs being contingent upon receiving funding made many employers fail to utilize them in the past because of the uncertainty of the programs existence. Knowledge of the programs is the other major drawback, since the majority of the employers aren't aware these programs exist.

The program offers employers a federal tax credit when hiring individuals that belong to one of the nine target groups listed:

- Families of the Dependent Children / Temporary Assistance to Needy Families
- Ex-Felons
- High Risk Youth
- Summer Youth Employee
- Supplemental Security income
- Food Stamp Recipient
- Veterans
- Vocational Rehabilitation Referral
- Welfare to Work (W2W)

These Employer tax credits are designed to help people gain on-the-job experience and move from welfare programs to employment. To apply for the certification the employer needs to submit an IRS Form 8850 (Pre-Screening Notice and Certification Request) and an ETA Form 9061. THESE FORMS ARE AVAILABLE AT THE SIDNEY JOB SERVICE AND MUST BE COMPLETED AND SUBMITTED WITHIN 21 DAYS OF HIRE, TO A WOTC COORDINATOR.

JSEC Members

- Renee Goss, Sidney Public Library
- Leslie Messer, Richland Co. Economic
- Sharon Nelson, Sidney Sugars
- Henry Johnson, County Commissioner
- Sharon Rau, Chamber of Commerce
- Rita Steinbeisser, Community Relations
- Barb Craig, Sidney Job Service

COMPLETING THE RECRUITMENT PROCESS Suggested Notification for Applicants

First notify the successful applicant by phone, then by written confirmation. The confirmation or written offer of employment should include title, salary, job scope, start date and time, notification of probationary status, any other details of employment, and name of person to contact with questions.

After the offer of employment has been accepted, notify the other applicants by letter, thanking them for their interest and wishing them luck in future endeavors. Do not give the applicant specific reasons for rejection, or they will have cause to argue with you. Simply state that another applicant has been selected for the position. The letter should be brief, begin and end on a positive note, and leave a good impression of your company.

If you have any questions, please call 433-1204 or email Steven Ochs at sochs@state.mt.us

